

## **Chapter 1 –ADMINISTRATION**

### **Article 1 - ORGANIZATION**

#### **11010.12 Director, Division of Support Services**

*Updated January 6, 2010*

The Director, Division of Support Services, serves as advisor to the Secretary.

The Director, Division of Support Services, supervises the following functions for all program and administrative purposes:

- HR.
- ODT.
- SSB.
- OFM.
- OFS.
- BMB.
- OCS.
- RPMB

#### **11010.12.8 Regulation and Policy Management Branch**

*Updated January 6, 2010*

The RPMB facilitates the policy and regulatory development process for the Adult Operations and Adult Programs of the CDCR by overseeing the revision, publication, and distribution of the Title 15, Division 3, and the DOM. The RPMB seeks to provide policies and regulations that are clear, consistent, concise, and flexible enough to serve the multifaceted operations of the CDCR and assists the CDCR division, office, and institution/facility staff in preparing policies that are consistent with applicable State laws and regulations. RPMB staff work with operating divisions to develop Administrative and Informational Bulletins, policy changes to the DOM, and regulations. Staff evaluate all proposals for potential conflicts with existing laws, regulations, policies, or collective bargaining agreements, and coordinate the printing and distribution of the Notices of Change to Regulations and the DOM (NCRs and NCDOMs) to all interested parties.

Since all regulations must meet Administrative Procedure Act (APA) requirements, the RPMB staff work with the Office of Administrative Law to file rulemaking packages, issue public notices regarding changes published in the Secretary of State's Notice Register, and respond to petition requests made to the CDCR. Consistent with the APA, staff schedule and hold public hearings regarding proposed regulation changes and coordinate the responses to public comments generated by proposed regulatory changes. The RPMB also maintains Intranet and Internet Homepages that features all pending and recently adopted changes to the regulations and DOM.

The RPMB manages the development and revisions of CDCR forms to ensure compliance with applicable laws, regulations, and policies; maintains and distributes the forms catalog, and acts as the forms liaison with other State agencies; and arranges for and coordinates the printing of CDC and CDCR forms.

The RPMB also maintains a Department rulemaking and policy library that consists of a reference collection and public records held in accordance with the APA. The library contains branch, topical, historic, and background files for past requests for determination, bulletins, and revisions to the DOM and regulations.

## **11010.21 Corrections Standards Authority**

*Updated January 6, 2010*

The Executive Director of the Corrections Standard Authority (CSA) has supervisory responsibility for the following:

### **11010.21.1 Facilities, Standards, and Operations Division**

The Facilities, Standards, and Operations Division (FSO) is responsible for developing and updating regulations and minimum standards for local jails and juvenile facilities. In addition, the FSO conducts inspections and reviews of county and city adult jails and juvenile facilities to check compliance with established standards.

### **11010.21.2 Corrections Planning and Programs Division**

The Corrections Planning and Programs Division (CPPD) develops, administers, and evaluates programs to improve State and local correctional systems. Working closely with federal, state, and local governments the CPPD partners with private and non-profit service providers to develop collaborative approaches to crime and delinquency prevention. Many of these approaches are supported by the technical assistance, training, and grant funding administered by CPPD.

### **11010.21.3 Standards and Training for Corrections**

The Standards and Training for Corrections is responsible for developing and updating standards for the selection and training of adult and juvenile correctional staff. This is accomplished through job analysis, core training requirements, and Annual Course certifications.